

7-4-7;5-2;6-5

SCANS Skills in the Work Place

Grade Level	Seventh
Minimum Time Required	50 Minutes
Materials/Resources	Copy of "Scans Skills" Careerware School to Work Connection 2001/Choices Listing of High School Courses
Subject Area(s)	Guidance

Project Description

1. This activity is intended to introduce students to the three basic skills foundations and the five competencies that are required in today's workplace. They have been developed by the Secretary's Commission on Achieving Necessary Skills (SCANS), through the Department of Labor. The activity will help the students outline and define the competencies and basic skills, which they will use in subsequent activities.
2. Lead a discussion on how the world of work has changed over the past 40- 50 years. The requirements of obtaining and keeping a job are now different from when the students' parents entered the workforce. Emphasize that today's employers require and seek people who are adaptable and able to learn and work in teams. Today's workplace is now globally competitive and requires extensive use of technology
3. Share with your students the following chart that compares the traditional workplace with that of today and tomorrow* The high performance model is used by today's most successful companies, and will be used by companies that can compete in the future.

Traditional Model	High Performance Model
Strategy	
mass production long production runs centralized control	flexible production customized production decentralized control
Production	
fixed automation. end-of-line quality control. fragmentation of tasks	flexible automation on-line quality control work teams, multi-skilled workers
Hiring and Human Resources	
labor-management confrontation minimal qualifications accepted workers as a cost	labor-management cooperation screening for basic skills, abilities workforce as an investment
Job Ladders	
internal labor market advancement by seniority	limited internal labor market advancement by certified skills
Training	
minimal for production workers specialized for craft workers	training sessions for everyone broader skills sought

from "Competing in the New International Economy": Washington Office of Technology Assessment, 1990.

4. Provide students with the handouts on SCANS three-part foundation skills and competencies. Make sure they understand the definitions of all the information. They should be made aware that the competencies and foundation skills are usually not used in isolation in the workplace. They are often integrated, with each work task drawing on many of the competencies and skills simultaneously. The foundation skills and competencies have been identified as the minimum that is required to obtain and keep a good, high paying job.
5. Lead a discussion with the students on the importance of the SCANS competencies and foundation skills in preparing for the world of work. Ask them if they know of someone who has recently had training in any of these areas at their workplace. Emphasize that these competencies and skills are only part of the complete education they will receive in school. They should be made aware that they may not currently have some of these competencies and skills, but that they should be sure they pursue them between now and high school graduation in order to be competitive for good, high paying jobs. Additional materials and information can be acquired about SCANS by contacting:

U.S. Department of Labor
 Secretary's Commission on Achieving Necessary Skills
 200 Constitution Avenue, N.M.
 Washington, D.C. 20210

1-800-788-SKILL

6. Have students list courses offered in high school that they believe will help them attain the SCANS Skills. Discuss their answers.

Career Development Standard	Knowledge of the benefits of educational achievement to career opportunities. Understanding the relationship between work and learning. Skills to locate, understand, and use career information.
Career Development Indicator	Describe how skills relate to the selection of high school courses of study. Demonstrate an understanding of the importance of personal skills and attitudes to job success. Identify skills that are transferable from one occupation to another.
Delivery Level	Introductory
Academic Standards	
Language Art	1.1.c Use prior knowledge and experience to interpret and construct meaning from various texts 4.1.c Use recognized conventions/mechanics of language in personal communication.
Employability/SCANS Skills	Personal Qualities, Basic Skills
Assessment/Rubric	Students will be evaluated based on class participation.

Submitted by:

SCANS Skills

What are SCANS skills? SCANS are employability skills desired in workers. In 1990, the U.S. Secretary of Labor appointed leaders from education, the business community, labor unions, and health and social service organizations to the Secretary's Commission on Achieving Necessary Skills (SCANS).

FOUNDATION SKILLS

? Basic Skills

1. Reading – Can you understand and interpret written information?
2. Writing – Can you clearly communicate ideas and information in writing?
3. Arithmetic – Can you add, subtract, multiply, divide compute decimals and fractions, and measure?
4. Mathematics – Can you select and apply appropriate math concepts to solve problems?
5. Listening – Do you pay attention and respond to verbal messages from others?
6. Speaking – Can you organize your ideas and communicate orally?

? Thinking Skills

1. Creative thinking – Are you an idea person?
2. Decision-making – Do you consider information and issues when making choices or preparing to take action?
3. Problem solving – Can you determine whether information needs to be memorized or when concepts need to be applied to real-world problems?
4. Mental visualization – Can you see in your head how something might look or how a situation might unfold?
5. Knowing how to learn – Can you determine whether information needs to be memorized or when concepts need to be applied to real-worked problems/
6. Reasoning – Can you arrive at a conclusion from a set of information?

? Personal Qualities

1. Responsibilities – Do you stick with a job until it is done and give it your best shot? Do you accept a fair part of the blame when something does not go right?
2. Self-esteem – Do you have a healthy view of yourself?
3. Sociability – Do you treat others with kindness and caring?
4. Self-management – Do you keep your self-control when you are under pressure? Do you set realistic goals that you progress toward?
5. Integrity/honesty – Do you choose ethical courses of action?

WORKPLACE COMPETENCIES

? Managing Resources

1. Time – Do you use your time wisely, give your job a full day's effort, and take care of priorities?
2. Money – Do you operate within your budget, keep proper records, and help you company find ways to save money?
3. Material and facility resources – Do you properly store and maintain equipment and materials?
4. Human resources – Do you assess the skills of people you manage and distribute work with those skills in mind?

? Using Information

1. Teamwork – Can you contribute to a group effort, and share leadership appropriately with all members?
2. Teaching – Can you help others learn needed knowledge and skills?
3. Service – Do you try to satisfy your client/customer?
4. Leadership – Do you motivate your colleagues? Do you offer constructive criticism and guidance? Do you encourage others to keep lines of communication open?
5. Negotiation – Do you engage in give-and-take in decision-making situation?
6. Cultural sensitivity – Do you work well with people from diverse backgrounds?

? Systems

1. Comprehension – Can you recognize the structure of an organizational or technical system and how the parts of the structure interconnect and affect each other?
2. Performance monitoring – Can you determine if a part of a system is not performing, predict the results of the performance problem, and make the appropriate adjustments?
3. Improvement and design – Do you look for more efficient or cost-effective ways to do something and then make suggestions to change the system that is in place?

? Technology

1. Selection – Can you select appropriate equipment and methods for a task?
2. Application – For a selected technology, can you carry out the procedures and achieve the goal of the task?
3. Maintenance and troubleshooting – For a selected technology, can you do preventive maintenance, identify a problem, and determine solution?